

Reading Guide

for DOE Order 5480.29, *Employee Concerns Management System*

Objectives

After studying this order you should be able to:

- Identify its purpose and scope;
- Define key terms;
- Identify the responsibilities of key personnel;
- Summarize the essential program requirements; and
- Distinguish between how occupational safety and health concerns and environmental protection and nuclear safety concerns are handled.

These objectives will be tested by your ability to pass a quiz with a score of 15 out of 20 or better.

In addition, you should be able to discuss the following topics with your supervisor:

- The applicability and impact on the EH oversight program and
- The authorities and responsibilities of the EH resident in regard to the order.

These objectives will be tested and approved by your supervisor.

Time

You will need roughly three hours to read the order, complete the reading guide, and take the quiz.

Materials

This reading guide, a copy of the order, a highlighter, and pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

Developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standards: EH Resident, Competency 2.3.

For additional copies, contact Margaret Smeaton at 510-637-1840.

Reading Guide

As you read DOE Order 5480.29, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

Overview

In your own words, state the:

- a. Purpose of the order

- b. Reasons for which an employee may file an employee concern

Key Terms

In your own words, define the following (add any other words you wish to remember to this list):

- Employee concern
- FOM
- Originator
- Summary Employee Concern Report

Responsibilities

Distinguish between the key responsibilities of the following personnel:

Program Secretarial Officers

Assistant Secretary for Nuclear Energy

Assistant Secretary for Environment, Safety and Health

Inspector General

Director of Administration and Management

Field Office Manager

Director of the Office of Nuclear Safety

Office of Contractor Employee Protection Program

Make a list of your personal responsibilities as detailed in this order.

List any responsibilities of the EH resident identified in this order.

What ramifications does this order have for the EH oversight program?

What are the 9 key requirements of the Employee Concern Management System?

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

I hereby confirm that I took the quiz for DOE Order 5480.29, Employee Concerns Management System and

() passed

() did not pass

with a score of 15 out of 20 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

I have discussed DOE Order 5480.29, Employee Concerns Management System, with _____ and am confident that he/she has a familiarity level knowledge of the order.

Supervisor's Signature _____ Date _____